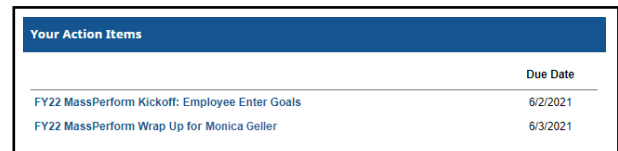# Employee: Enter Goals at Kickoff

The following steps guide you through the process to create your employee goals during the MassPerform Kickoff phase. This step will occur *after* your manager has set expectations and you have discussed how your goals align with those expectations at the Kickoff Check-in.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID)

STEP 2. On the homepage, look for **Your Action Items** on the left and click the **FY22 MassPerform Kickoff: Employee Enter Goals** link.

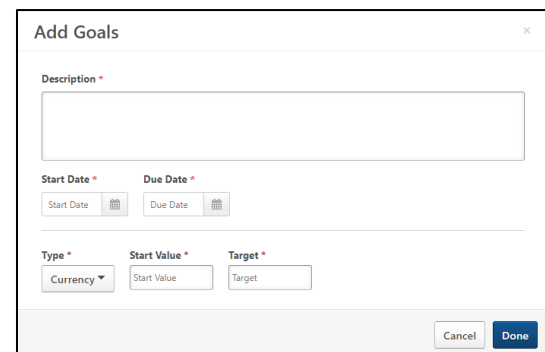| Your Action Items	
	Due Date
FY22 MassPerform Kickoff: Employee Enter Goals	6/2/2021
FY22 MassPerform Wrap Up for Monica Geller	6/3/2021

STEP 3. **FY22 MassPerform Kickoff** screen will open. Click the **Get Stared** button on the bottom-right.

STEP 4. Review the on-screen instructions, and then click the down arrow (screen readers: "more options" button) beside the first expectation and click **Edit**.

STEP 5. On the **Create Expectation & Goals** screen, review the expectation details then click the **Add Goals** button.

STEP 6. The **Add Goals** pop-up window will open.
- Enter specific details outlining your goal and how it meets the expectation set by your manager.
- Enter a **Start Date** and **Due Date**.
- Use the **Type** drop down option and select a measurement type. For example, if your goal is to increase production by 20%, then the **Type** would be %
- Enter the **Start Value** (where you are starting at today) and **Target** (where you want to be by the expectation due date). For example, using the goal to increase production by 20%, the **Start Value** would be 0% and the **Target** would be 20%.
- Click the **Done** button.

Add Goals

Description *

Start Date *   Due Date *

Type *   Start Value *   Target *
Currency ▼

Cancel   Done

STEP 7. You will be redirected to the **Create Expectations & Goals** screen. If you have additional goals for this expectation, repeat steps 5 – 6. When all your goals have been added for this expectation, scroll to the bottom of the screen and click the **Save** button.

STEP 8. You will be redirected to the **Expectations & Goals** screen. Click the **more. . .** link below each expectation to confirm that the goals you entered for this expectation are showing.

STEP 9. Repeat Steps 4 – 9 for each expectation set by your manager.

STEP 10. When all your goals have been created for each expectation, click the **Submit** button.

STEP 11. The **Submit Review** pop-up will open. Click the **Submit** button.